



CITY OF MISSION HILLS,
KANSAS

DESIGN GUIDELINES

8 | SEPTEMBER | 2014

ACKNOWLEDGEMENTS

The Guidelines are the culmination - and continuation - of several decades of diligent work by many devoted residents of Mission Hills who have been seeking to preserve the remarkable community design heritage and strong property values of Mission Hills for future generations. Since at least 1980, successive City Councils, Planning Commissions, Architectural Review Boards, and City professional staff have been carefully reviewing development proposals, conducting research, analyzing the existing development patterns, updating the City's Comprehensive Plan, and refining the Mission Hills Zoning Ordinance to better shape new development in forms that build upon and enhance the original design of Mission Hills.

In 2011 the City initiated the preparation of these Guidelines. With the assistance of Sargent Town Planning, the members of the bodies listed below - as well as many other interested citizens of Mission Hills - devoted considerable time, effort, and insights to ensure that these Guidelines are a reflection not only of the built heritage of Mission Hills, but also of its people and its future. We gratefully acknowledge the patient teamwork and the friendship of these individuals in particular.

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WELCOME TO MISSION HILLS

Welcome to Mission Hills! We are very pleased that you are considering investing or reinvesting in a property in one of our City's fine neighborhoods, which number among the most desirable in the country with an abundance of picturesque landscapes, stately homes, and incomparable country clubs. We, the citizens of Mission Hills, take great pride in our community and have developed these guidelines to assist you through our process of project approval. We hope that these guidelines will help you understand what makes Mission Hills such a special place, what our citizens value most about their neighborhoods, and how to enable your project to fit seamlessly into the fabric of our City.

PURPOSE AND INTENT

Based on many years of research and community involvement, our City's 2008 Comprehensive Plan identifies a number of key Design Principles and Land Development Objectives for Mission Hills. These Design Guidelines are intended to expand upon those principles to clarify how they apply to the development of each lot in every part of Mission Hills. The guidelines identify the historic and established patterns that make Mission Hills unique, including our incomparable greenspace, the layouts of lots of various sizes and types, and the massing and architecture of homes of many sizes and styles.

It is the intent of these guidelines to make the design review process transparent and predictable, to recognize the property interests of the applicant, and to balance the sometimes competing interests of the property owner/applicant with their neighbors.

These guidelines also provide a framework for hierarchical decision making that will assist homeowners and their designers, prospective homeowners and their realtors, and the Architectural Review Board members to efficiently and systematically make timely and informed decisions through each step of the process.

The three fundamental areas to be considered are:



1. THE GREENSPACE

How does my lot fit into the Greenspace system of Mission Hills, and how should it contribute to that most treasured community asset?



2. THE LOT

How should the location and massing of the home on that lot contribute to the overall neighborhood design, and how does it respect the space and privacy of its neighbors?



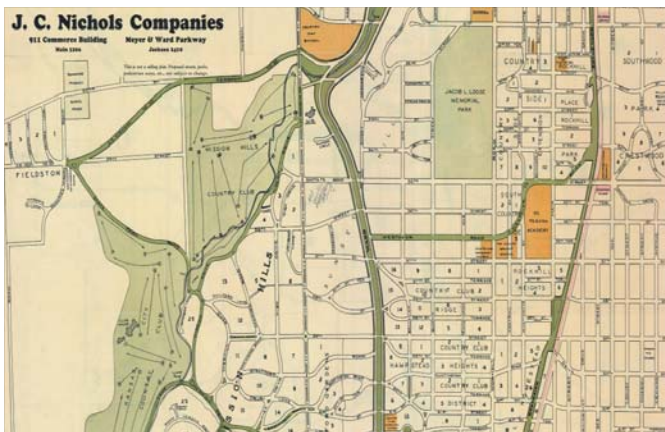
3. THE HOUSE

Does the form and massing of the house project the form of a classic Mission Hills house, and how does its architecture embody the understated elegance that is so characteristic of Mission Hills?

I. ORGANIZATION AND USE OF THE GUIDELINES

THE HISTORY OF MISSION HILLS

Introduction

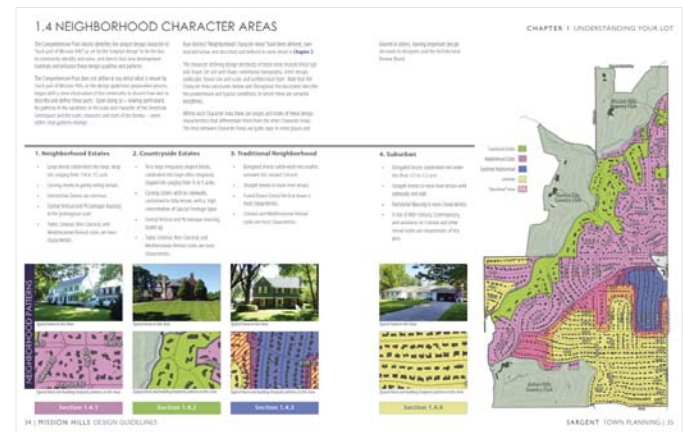


The Introduction to these Guidelines provides a very brief background and history of the forces that have shaped the design of Mission Hills since its founding a century ago and focuses on the factors leading to the preparation of these Design Guidelines.

Introduction

UNDERSTANDING YOUR LOT

Original Patterns of Mission Hills



Chapter 1 summarizes the observed historic design patterns of Mission Hills on which the structure and content of the Design Guidelines in **Chapter 2** are based. In addition to further defining the design characteristics of Mission Hills that are valued most by its residents, the chapter directs the reader to the guidelines in **Chapter 2** that are applicable to a particular property of interest. Specifically, this chapter defines and maps “Neighborhood Character Areas” — in one of which, every property in Mission Hills lies — as well as “Special Lot Conditions” that apply only to certain lots. Both the Character Areas and the Special Conditions trigger compliance with specific guidelines in **Chapter 2**.

It is recommended that all users of the Guidelines review this chapter to gain an understanding of the essential design qualities of Mission Hills that are most important to the community.

Chapter 1

THE GUIDELINES

Designing Your House & Lot



Chapter 2 provides guidelines intended to preserve and conserve the essential historic design patterns of Mission Hills identified in **Chapter 1**. Building on the framework of Neighborhood Character Areas and Special Lot Conditions, identified in **Chapter 1**, the guidelines in this section are specifically tailored to the individual characteristics of individual lots, to ensure that each lot and each home contribute to the legacy of permanence and architectural excellence established by J.C. Nichols in the original design of each unique neighborhood of Mission Hills.

*Anyone contemplating site improvements or building alterations that affect the site plan should review this chapter. Once one has confirmed which Character Area and which, if any, Special Lot Conditions apply to the subject property, it is only necessary to review the guidelines that are specific to those characteristics of the lot. **Section 2.1** provides a checklist to help determine which guidelines are applicable to the subject property.*

Chapter 2

APPENDIX A

The Architectural Styles of Mission Hills



Appendix A provides a catalog of architectural styles most common to Mission Hills, describing the essential characteristics of each style, including: Colonial Revival, Tudor Revival, Neoclassical Revival, Mediterranean Revival, Modern, Mid-Century, and "Mission Hills Contemporary."

Anyone contemplating exterior building alteration, additions, or new construction should review Appendix A to gain a better understanding of the characteristics of architectural styles most common to Mission Hills.

Appendix A

II. WHICH GUIDELINES APPLY TO MY PROJECT

Mission Hills is comprised of unique lots and no two design projects are exactly alike; therefore, the reading of the Introduction and Chapter 1 of these Design Guidelines is necessary to determine which sections apply to your lot and your project. Additionally, it is the recommendation of these Guidelines that before beginning any project in Mission Hills, refer to the original deed restrictions (those that pertain to design) that apply to your lot. It is these restrictions that shaped the original design of Mission Hills, the preservation of which is the goal of the Mission Hills Comprehensive Plan, the MHZO, and of these Guidelines.

A

SITE WORK ONLY PROJECTS:

For projects that do not affect the design of any on-site buildings, see Section 2.6.3 – Adjustments for Special Lot Frontage Conditions, and Section 2.7.3 – Guidelines for Site & Landscape Design

Refer to
Sections 2.6.3 and
2.7.3 of Mission Hills
Design Guidelines

B

EXTERIOR BUILDING ALTERATIONS:

For projects that do not affect the site plan of the subject property nor the massing of the building(s), see Section 2.7.1 – Architectural Design Guidelines.

Refer to Section 2.7.1
of Mission Hills Design
Guidelines

C

BUILDING ADDITIONS AND NEW HOMES:

Most such projects require familiarity with all chapters of the Design Guidelines. As noted above, one need not be concerned with guidelines that are specific to Neighborhood Character Areas, Special Frontage Types, Massing Types or Architectural Styles that are not applicable to the subject property and project.

Reference Entire
Mission Hills Design
Guidelines

III. APPROVAL PROCESS IN MISSION HILLS

To ensure that each new project in Mission Hills will complement our unique community, all major alterations to the exterior of a home or its lot must be approved by our Architectural Review Board (ARB). The ARB is a committee composed of citizens of Mission Hills, including design professionals and lay members interested in our community design. A more complete description of the Design Approval Process may be found in the Mission Hills Zoning Ordinance (MHZO), but a short summary of the process is provided below. All steps apply to the construction of a new home, but an abbreviated process applies to additions and other exterior changes. This abbreviated process will be explained in the pre-application conference with City Staff, in Step 6, below.

| | | | |
|---|-----------------------------------|--|---|
| 1 | APPLICANT | Gather all available information on your lot and home, including dimensioned plans, deed information, and zoning designation. | |
| 2 | APPLICANT | Read the Introduction and Chapter 1 of these Guidelines to determine the characteristics of your individual lot, refer to the Checklist in Section 2.1 to determine applicable guidelines. | Refer to Chapters 1&2 of Design Guidelines |
| 3 | APPLICANT / CITY STAFF | Schedule a Preliminary Meeting with our City staff to review your general objectives and your initial conclusions regarding applicable zoning standards and design guidelines. | Refer to MHZO, Design Guidelines & Site Deed Restrictions |
| 4 | APPLICANT | Based on this initial evaluation, determine whether your planned project is compatible with your lot and the neighborhood. This is possible with very little design effort or investment. | Refer to Design Guidelines |
| 5 | APPLICANT / DESIGNER / CITY STAFF | Work with your designer to prepare a design for the proposed project and submit it for a Pre-Application Conference with City staff. | Refer to Design Guidelines |
| 6 | APPLICANT | Based on the conclusions of the Pre-Application Conference, determine whether to proceed with your design as submitted, proceed in a different direction, or invest in a different lot. | Refer to MHZO, Comprehensive Plan & Design Guidelines |
| 7 | APPLICANT / ARB | Complete a design that you believe meets the intentions of the Comprehensive Plan and the Design Guidelines, as well as the MHZO, and submit for ARB approval. | Refer to Comprehensive Plan & Design Guidelines |
| 8 | APPLICANT / DESIGNER / BUILDER | Based on ARB approval, complete your plans, provide copies to the staff for code review, purchase your permit, and build your project. | |

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Note: Same subcategories
apply to remaining Character
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